



John A Cloyd, SRA, RM, RES
Assessor

Richland County Assessor's Office
PO Box 192
Columbia, SC 29202
803-576-2640
803-576-2681 Fax

Builder/Developer Application for Property Tax Exemption

For newly constructed & unoccupied *DETACHED* single family homes.

Tax Year: _____

Property Information

Tax Map Number: _____

Property's Physical Location: _____

City: _____ **State:** _____ **Zip Code:** _____

Building Permit Number: _____ **Date Certificate of Occupancy Issued:** _____

Is this home being used as sales office? _____ Yes or _____ No

Ownership Information

Owner's Name: _____

Company Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip code:** _____

Daytime Telephone : _____

Certification

I certify that I am a licensed builder/developer and the owner of the above newly constructed detached single family home that has received a certificate of occupancy and has yet to be occupied.

I am responsible for the real property tax on this property and the information that I have provided is correct. I further understand:

- I am responsible for paying property taxes on the unimproved land, once the exemption is granted.
- I must notify the Richland County Assessor's office, as soon as the home is occupied, regardless of whether it is sold.
- If the home remains unoccupied, I must recertify annually by January 31st of each year, in order to retain this exemption.

Signature of Property Owner

Date

Notarized

Subscribed to and sworn to before this _____ day of _____, 20_____

Signature of Notary

My Commission Expires

Tax Map Number : _____